

SECTION 1.0

RURAL COMMUNITY FACILITIES TRACKING SYSTEM (RCFTS)

USER'S GUIDE INTRODUCTORY CHAPTER

1.1 INTRODUCTION

The purpose of this User's Guide is to help the user of the Rural Community Facilities Tracking System (RCFTS) utilize the system properly and efficiently. This guide will assist the user in the following activities:

- Accessing RCFTS on a multifunction workstation,
- Entering new data,
- Modifying existing data,
- Retrieving information from the system (management reports),
- Understanding system screens and data elements, and
- Accessing and understanding RCFTS and a portion of the FOCUS Reporting system.

1.2 STRUCTURE OF THE SYSTEM

The RCFTS is located on an IBM 3090 computer system in the USDA's Kansas City Computer center. Two separate subsystems are involved: the Community Programs and the Business and Industry systems. (These will be denoted CP and BI, respectively.) Each of these systems contain three (3) record types: Borrower data, Facility data, and Loan/Grant Request data.

The Community Programs subsystem contains the records for the Water and Waste Disposal (WWD), Community Facility (CF) Loan and Grant program areas and certain Business Programs (BP) Loan and Grant program areas. WWD, CF, and BP administered programs such as Watershed, RC&D, Flood Prevention loans, Appalachian Regional Commission (ARC) grants, Emergency Water Disaster Assistance Grants (Section 306A and 306B-ECWAG), WWD Loans and Grants (Section 306C Colonias), Solid Waste Management Grants, Training and Technical Assistance Grants, Recreation, Rural Health Initiatives Loans, Rural Business Enterprise Grants/Television Demonstration Grants (formerly IDG Grants), Rural Technology and Cooperative Development Grants, 601 Energy Impacted Area Development Assistance Grants, Nonprofit National Corporation (NNC) Guaranteed Loans and Grants, and Economic Opportunity Cooperative (Unincorporated) loans are also in the Community Programs subsystem.

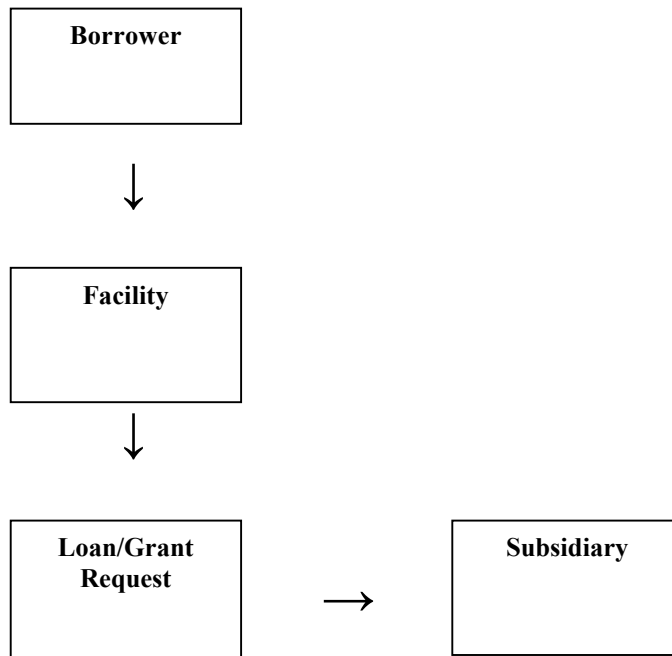
The Business and Industry subsystem contains records for the Business and Industry Direct and Guaranteed (B&I) Program area, including the Drought and Disaster (D&D), Disaster Assistance for Rural Business Enterprises (DARBE), and B&I Disaster (BID) guaranteed loans, Health and Human Services (HHS) Rural Development Loan Fund loans, Intermediary Relending Program (IRP) and IRP Disaster (IRPD) loans, and Economic Opportunity Cooperative loans (incorporated).

Records for Applicants/Borrowers for loans and grants from earmarked funds under the Empowerment Zones/Enterprise Communities (EZ/EC) Presidential Initiative are contained in the respective Business and Industry and Community Programs Subsystems for the following programs: B&I guaranteed loans (BIZ), IRP loans (IRPZ), Rural Business Enterprise Grants, CF loans and grants, and WWD loans and grants. Information on projects from regular program funds which are located in Champion Communities (applicants who applied under the Presidential Initiative but did not receive an EZ/EC designation) is also tracked for loans and grants in the above-mentioned programs.

Although each subsystem contains similar types of records, each subsystem record may only be accessed while in that subsystem. For example, Community Facility Borrower records may only be accessed while in the CP subsystem.

The following chart represents the relationships of these record types within CP and BI subsystems.

Record Type



The Borrower screens contain information that is applicable to the borrower regardless of the different types of facilities or number of loans (i.e., address, contact person, etc.).

The Facility screens contain information specific to each different type of facility for the borrower (i.e., water/sewer/fire, etc.) including Compliance Review and Security Inspection followups and current number of users, Lender/Borrower visits, and Job Audit information.

The Loan/Grant Request screens contain information that is applicable to each loan/grant made (i.e., amounts, repayment information, status, lender, and servicing information on guaranteed loans, etc.).

The CP Subsidiary screens contain a more detailed breakdown of information for Waste Disposal and Community Facility loans.

As the diagram suggests, a Facility data record is dependent upon a Borrower data record, and a Loan/Grant Request data record is dependent upon a Facility data record. In CP only, a Subsidiary data record is dependent upon a Loan/Grant Request data record.

Each Borrower record may have multiple Facility records; each Facility record may have multiple Loan/Grant Request records; and in CP, each Loan/Grant Request record may have multiple Subsidiary records.

1.3 RCFTS SCREEN INFORMATION

Each subsystem contains a series of screens. The screens for each subsystem are formatted in the same manner. Standard headers and footers are used on all screens. Figure 1 - 1 displays an example of the standard screen format, with standard headers (top) and footers (bottom).

Figure 1 - 1

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TSMRCFTT                                RURAL DEVELOPMENT                                DATE:
                                RCFTS SYSTEM                                TIME:
                                MAIN MENU
*****
                                1 COMMUNITY PROGRAMS
                                2 BUSINESS AND INDUSTRY
                                3 C.P. TABLE MAINTENANCE
                                4 B & I TABLE MAINTENANCE
                                5 SYSTEM MAINTENANCE

PROGRAM SELECTION:

=====
F1 - HELP      ALT+F10 - END SESSION
V10
```

- Standard Headers - The top of the screen contains the following information:

1. Screen identification number.

<p>NOTE: In this document, the prefix TSMU, which appears on the screen display, has been omitted for clarity. For example, Screens TSMUCP10 and TSMUBI32 are referred to as Screens CP10 and BI32.</p>
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2. Current time.
3. Current date.
4. System and subsystem title.
5. Screen title.
6. Access the user is allowed (UPDATE or BROWSE).
7. User ID number.

- Standard Footers - This is the information below the screen which contains the following information:

8. A partial listing of the function keys available to the user. When the user is in the UPDATE mode, the **F6** (DEL RECORD) and **F9** (RESTORE SCREEN) options will be displayed in this listing. These options are not available if the user is in BROWSE mode.
9. A space reserved for messages to the user. These messages are generated from the RCFTS and will help the user process information.

For example, "RECORD SUCCESSFULLY ADDED,"
"RECORD SUCCESSFULLY DELETED,"
"BORROWER NAME IS A REQUIRED FIELD."

1.4 STATUS LINE

NOTE: Depending upon the type of system you are in (i.e., XPERT, LAN, WAN), login procedures may vary.

1.5 PC KEYBOARD INFORMATION

1.5.1 Function Keys

The PC terminal communicates with the Kansas City Computer Center's mainframe using various telecommunications system software, and a 3270 keyboard emulation. There are ten (10) or twelve (12) function keys (depending on model of PC and keyboard). Used alone (Normal), or with the Shift, Control (Ctrl), and Alternate (Alt) keys, these can provide up to forty (40) different operations.

1.5.2 Standard Program Function Keys

In the RCFTS System, the following function keys are standardized to perform the same operation on all screens.

KeyFunction

- | | |
|-----------|---|
| F1 | Help.
(Position the cursor on the data element field for which Help is needed - Press F1 - Information for that data element will be displayed on the screen.) |
| F2 | Retrieve Previous Record within that record type
(e.g., the previous Facility record is retrieved when the user is working on a Facility screen, or the previous Loan record if on a Loan screen.) |
| F3 | Retrieve Next Record within that record type
(e.g., the next Facility record is retrieved when the user is working on a Facility screen, or the next Loan record if on a Loan screen.) |
| F4 | Return to Applicant/Borrower Summary screen.
(Used to request a different screen for the same applicant/borrower.) |
| F5 | Return to Update Menu.
(Used to request a different applicant/borrower.) |
| F6 | Delete a Record.
(Will delete the Applicant/Borrower, the Facility, and/or a Loan/Grant record.) |
| F7 | Display Previous Screen.
(Used to access the previous screen; e.g., if on Screen CP05, will display CP04.) |

- F8** Display Next Screen.
(Used to access the next screen; e.g., if on Screen CP05, will display CP06.)
- F9** Restore Screen.
(Erases changes which have not been saved and allows screen to return to the original information.)
- F10** Return to the Main Menu.
(Used to move from CP to BI or to logoff the system.)

1.5.3 The ENTER Key

Some keys will behave differently than expected while connected to the Kansas City Computer Center. The most obvious is the ENTER key. The RETURN key of the keyboard will not work. Instead, the **+** or the ENTER key is used depending on the PC model and keyboard. This is located on the far right side of the keyboard, next to the numeric keypad. In this document, this key will be referred to as the **+** (ENTER) key. When this document uses the RETURN key, it is referring to the PC RETURN key (<--).

1.6 PURPOSE OF THE SYSTEM

RCFTS is to be used by all levels of Rural Development to manage the loan making and servicing of all Community Programs and Business Programs. It contains information for all Preapplications/Applications, Loans/Grants/Guarantees in the processing and construction stages, and all borrowers in operation. The information is also used to retrieve data for Freedom of Information requests at all levels and to provide information for Congressional activities, as well as providing information to help maintain the servicing of the portfolio.

1.7 RESPONSIBILITIES

It is the responsibility of each and every user of the Kansas City Computer Center to:

1. Maintain the integrity of the information contained within the system.
2. Insure that access to privileged information is consistent with policies and procedures practiced by Rural Development and the USDA.
3. Protect passwords and user ID numbers of all data communication systems from disclosure to unauthorized personnel. Each user will have their own unique ID code and password. For the FOCUS Reporting system, only designated persons in each Field Office have a FOCUS ID and password.

It is the State Program Manager's responsibility to ensure that all updates are made in a timely manner and RCFTS is maintained in a current status for both CP and BI. The Program Manager may delegate RCFTS responsibility for daily system updates to the Field Office staff for CP. The Program Manager should appoint an RCFTS Coordinator to monitor RCFTS and to train Field Office personnel.

A system must be implemented in each office so that some person is responsible for every data element in RCFTS. If that person does not actually update RCFTS, they should be responsible for getting the information to the person doing the updates.